

OTE 81-1039

27 APR 1981

MEMORANDUM FOR: Deputy Director for Administration

FROM:

Director of Training and Education

SUBJECT: Office of Training and Education Requirements for
Additional Space in the Chamber of Commerce Building

1. I have just completed a thorough review of the training requirements, present and anticipated, which the Office of Training and Education (OTE) will be faced with meeting in the very near future. In planning to accommodate these requirements, OTE will need approximately additional square feet of space in the Chamber of Commerce (CofC) Building. It is fortunate that the timing of the OD&E move from the CofC Building coincides with this request, thus providing an opportunity to avoid the necessity of acquiring space in other facilities.

2. Expansion in three major areas of Training will soon occur; i.e., in Language Training, Training for Career Trainees, and Information Systems Training. This expansion plus the relocation of two major instructional units within the building, additional space for the staff of the Information Science Center, and consolidation of facilities for the Psychological Services Staff, OMS, on one floor makes it essential to put into process the schemes outlined in the attached floor plans.

3. A total of four floors will require moderate renovation and reconstruction.

a. One of the second floor classrooms (#236) and teamrooms will have to be dedicated to the exclusive use of training for CTs. It is expected that these facilities will be utilized for at least forty weeks out of each year based upon the projected input of DDO, NFAC and other CTs. It is planned that Room 224 will be used as an alternate classroom and/or conference room for groups as an alternate for conference facilities.

b. The fifth floor will house the instructor staff of the Management School (MS) and the Communications and Information Management School (CIMS), the Communications Equipment Room and four classrooms. The space vacated by CIMS on the third floor will allow for the transfer back to the Language School of approximately ten rooms for the conduct of language training.

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c. The sixth floor will be dedicated exclusively to the Information Science Center (ISC). The Center desperately needs an increase in office space for its personnel, along with two new classrooms with terminal facilities. Break-out Team Rooms are also a requirement for the SAFE training and other courses conducted by ISC.

d. The seventh floor will accommodate the Psychological Services Staff, OMS, in addition to OTE retaining two classrooms and a much-needed storage area for furniture, equipment, and training materials. It is not planned to relocate the Building's snack bar from the seventh floor.

4. I would welcome the opportunity to appear before the Space Committee in order to elaborate on OTE's needs for this additional CofC Building space. There are no "soft" spots in our requirements, and we believe they are critical to our ability to fulfill our mission.



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Attachment:
As Stated

cc: D/L
✓C/LSD/OL

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Request by OC for Additional Space in the [REDACTED]

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There are two memorandums attached from OC, one requests a 1584 square foot increase for the [REDACTED] which is critical to the proper implementation of the OC recapitalization program and the second memorandum discusses a requirement for an additional 1100 square feet, 400 square feet for expansion of the OC front office and 700 square feet to cover personnel increases in the Engineering Division.

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